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ABSTRACT

The 20-item annotated bibliography will assist teacher, counselors, and students in finding available information in careers and/or in selecting and purchasing materials on careers and vocations. The "Reference Tools for Students" section presents 10 items; the "Selection and Purchasing Tools" section contains the remaining 10 intended for teacher and counselor use. Following the standard bibliographic data (author, title, publisher, and date), a brief annotation describes the item. Length of annotations varies from 20 to 100 words. (AG)

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SOURCES OF CAREER EDUCATION INFORMATION

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SOURCES OF CAREER EDUCATION INFORMATION

Career education will soon become a more important part of the English curriculum than it has been in the past. Some teachers will choose to develop special units on careers while others will discuss career information as it relates to literature and composition assignments that they already include in their course of study. Regardless of the approach for including career-related studies, teachers and students will need to learn to locate fiction and non-fiction literature on careers.

The following annotated bibliography was prepared to assist teachers, counselors, and students 1) in finding available information on careers and/or 2) in selecting and purchasing materials on careers and vocations. The books that students may use for reference and the selection tools for teachers and counselors are listed separately.

Reference Tools for Students

American Men and Women of Science. 12th ed. New York: R. R. Bowker, 1973.

Although this reference tool is narrow in scope and provides limited information, it lists specific names of persons engaged in the physical and biological sciences under various disciplines.

Angel, Juvenal L. Matching High School Graduates to Jobs. New York: World Trade Academy Press, 1971.

Chapter 8 lists broad categories of potential career positions for those who have "Analytical and Practical Judgment," "Who Like Educational Work," "Who Can Shoulder Responsibility," etc. For each career position, specific careers are listed. For each specific occupation (e.g. Marine Biologist, Teacher, etc.), Angel discusses desirable qualifications, personality traits, and educational requirements.

Career Research Monographs. Chicago: Institute for Research, 1974.

These are pamphlets which give full coverage to various careers with special attention paid to the historical background of occupations.

Concise Dictionary of American Biography. New York: Charles Scribner's Sons, 1964.

This alphabetically arranged dictionary provides concise accounts of longer biographies that appear in Scribner's twenty volume Dictionary of American Biography. This concise dictionary provides the essential facts of each biography in the larger work and is intended for ready reference.

Johnson, Allen, ed. Dictionary of American Biography. New York: Charles Scribner's Sons, 1928.

This twenty-volume set contains alphabetically

arranged biographical information on notable Americans no longer living. The biographies are based upon original sources and are followed with a helpful bibliography of original sources. Three supplements, through 1945, have been added to the original twenty-volume, 1928, publication.

Lovejoy, Clarence E. Lovejoy's College Guide. New York: Simon and Schuster, 1974.

Lovejoy's guide provides data on college admissions, accreditations, degree programs, costs, scholarships, etc. of American colleges and universities. Colleges are arranged by state. Monthly digests are also available to keep information current. The guide can provide helpful information to students who are considering going to college.

Occupational Outlook Handbook. Washington, D.C.: U. S. Government Printing Office, 1957--

Information in both the Occupational Outlook Handbook and the Occupational Outlook Quarterly is based on data from the U. S. Bureau of Labor Statistics. Both are intended for guidance and information in career planning. The yearly edition "provides information for more than 800 occupations so that young persons, veterans, women returning to the labor force, and others choosing careers can determine which jobs are best suited to their individual needs." An alphabetical index to

occupations and industries is given in the back of the books. In the main text, students can find the nature of work in different occupations, earnings, job prospects, and education and training requirements for specific careers. Sources of additional information on each career follow the discussion of each career.

Russell, Max M. The Blue Book of Occupational Education. New York: C.C.M. Information Corporation, 1971.

This book, arranged alphabetically by state, presents descriptive information on approximately 12,000 occupational schools in the United States.

Russell, Max M., ed. The College Blue Book: 1969-1970. New York: C.C.M. Information Corporation, 1969.

This ten-volume standard reference source provides information on higher education institutions. Narrative descriptions; degrees offered; college atlases; specialized educational programs; professions, careers, and accreditation; scholarships, fellowships, and grants are provided. Data can be helpful to students who are searching for a suitable college or university.

Whitfield, E. A., and Richard Hoover. Guide To Careers Through Vocational Training. San Diego: Robert R. Knapp, Publisher, 1968.

Eight occupational areas, including science, technical, outdoor, business, clerical, linguistic, aesthetic, and service are discussed. For each

occupation, information concerning responsibilities, requirements and qualification, preparation and training, special entry requirements, outlook for employment opportunities, earnings and benefits, and a brief job description are provided. Specific occupations within each career area are listed alphabetically, and an index of school subjects and an index of occupations are included in the back of the book. Sources of additional information on each career are listed at the end of the discussion of the career.

Selection and Purchasing Tools

Forrester, Gertrude. Occupational Literature: An Annotated Bibliography. New York: H. W. Wilson Company, 1971.

The basic purpose of this book is "to assist in acquainting youth with sources of information about occupations." Books and pamphlets and specific brochures on trade schools and colleges are provided. The book also contains citations to publications of textbooks for courses in occupations, materials to assist youth to evolve a sound vocational plan, references on the techniques of job seeking and job advancement, and publications devoted to counselor's use of occupational information. Additional sections describe the references to information about scholarships and the publications on studying and working abroad. Brief descriptive annotations are included.

McCarthy, John L. A Guide to Curriculum Materials for Exceptional Children. 2nd ed. Mt. Pleasant, Michigan: Lowell Publications, 1969.

Especially written for introducing the special education student to jobs and the world of work, this book lists a limited number of occupationally relevant books and pamphlets, filmstrips, still pictures, etc. Prices and addresses for orders are given.

Monthly Catalog of United States Government Publications. Washington, D.C.: U.S. Government Printing Office, 1925--.

Within the Monthly Catalog of United States Government Publications there are citations to pamphlets on career information. These pamphlets are listed under occupations. Most are inexpensive publications.

Schuman, Patricia. Materials for Occupational Education: An Annotated Source Guide. New York: R. R. Bowker Co., 1971.

The emphasis of this guide is on "materials relevant to two-year college instructional programs, but the organizations listed also provide a rich source of career information for occupational files, useful scholarship information, and materials appropriate for various occupational levels, including vocational high schools and four year colleges." The guide lists approximately 600 organizations which supply books, periodicals, and

other media for sixty-three occupational areas. Names and addresses of sources as well as descriptions of the sources and their services are given. Prices, where appropriate, are also given.

Scott, Marian H. Periodicals for School Libraries. Chicago: American Library Association, 1969.

This guide provides an annotated list of magazines, newspapers, and periodical indices. Magazines and periodicals are indexed by subject. Under "Vocational Education," for example, nine publications directly related to vocations are listed. Additionally, many useful publications related broadly to careers such as "Science," "Electronics," "Technology," "Photography," "Automobiles," "Fashion and Grooming," "Drama and Theater," "Film and Television," "Health and Safety," "Journalism and Writing," etc. are given. Descriptive annotations include names and addresses of publishers, prices, grade-levels, suitability, and frequency of issue where appropriate.

Silverman, Judith. An Index to Young Readers' Collective Biographies. New York: R. R. Bowker Co., 1970.

This is an index of sources "for short biographical material about specific people or specific fields of work." It contains alphabetical and subject listing of "biographees" representing 471 collective biography sources. Under subject listings, many professions and

careers are included, such as "Air Pioneers," "Archaeologists," "Band Leaders," etc. Reading levels of the collective biographies are not given.

Spache, George D. Good Reading for Poor Readers. Champaign, Ill.: Garrard Publishing Company, 1970.

Within Chapter V, "Trade Books Useful with Poor Readers," Spache offers a short bibliography of books on occupations and industries. A brief annotation follows each title, and reading and interest levels are given. Reading levels range from grade 2-7.

Strang, Ruth, Ethlyne Phelps, and Dorothy Withrow. Gateways to Readable Books. New York: H. W. Wilson Company, 1966.

Gateways is a guide for selecting materials for those who read below the high school level. The estimated level of difficulty of each book is indicated (the majority are of 5th, 6th, and 7th grade level of difficulty). Separate sections are included for careers and biographies, including both fiction and non-fiction titles. Annotations, simple enough to be read by students, indicate the nature of the books.

Subject Guide to Books in Print. New York: R. R. Bowker Co., 1972.

This standard reference work lists books under many headings, including "Occupations," "Careers," and "Vocational Guidance." The extensive coverage of books offers basic sources and broad coverage. The entries

are not annotated and reading levels are not indicated.

Vertical File Index: A Subject and Title Index to Selected Pamphlet Materials. New York: H. W. Wilson Company, 1974.

This monthly publication indexes pamphlets on career related topics such as: agriculture, banking, baking, child care, education, journalism, sawmill workers, etc. Source for ordering and price are given. The index lists available, current pamphlets including "Occupational Briefs" which describe many occupations. Annotations consist of about a sentence of explanation of the contents. Reading levels of indexed materials are not given.